

**Dover Select Board
Meeting Agenda
Dover Town Office
Tuesday, February 7, 2023**

These minutes are not official until approved by the Dover Select Board

Join Zoom Meeting

<https://us02web.zoom.us/j/86800444071?pwd=RIU2WDQ0cDM3d3AwSGREeFNON2tnQT09>

Meeting ID: 868 0044 4071

Dial in: 929 205 6099

Password: 052648

Select Board in person: Victoria Capitani, Scott Salway Dan Baliotti**arrived in person at 6:45pm

Select Board via zoom: Sarah Shippee, Joe Mahon, Dan Baliotti

Also, present in person: Office Manager Jeannette Eckert

Public present in person: Randy Johnson, Eric Durocher, Linda Sherman, Andy McLean, John Hannon, Mike Eldred, Brian Suhadolc, Rich Werner

Public present via zoom: Jim McDevitt, Dana Sorice, Richard Sedlack

Regular Meeting Called to Order by Chair Capitani at 6:30pm

I. Public Comments:

Vicki Capitani requested that the Fire Dept agenda item be moved down to just before Consent Agenda to accommodate Rich Werner who had another meeting this evening

Andy McLean brought to the Board's attention the new online portal that Dept of Liquor Control has created; submissions are not always consistent with Board meeting dates to be approved in a timely manner prior to an event; Board may want to consider authorizing Andy or Jeannette to approve requests to cater permits that aren't planned weeks in advance; will place on the next agenda for discussion

II. Assessor: Linda Sherman

A. Revisit Assessor Clerk Position Advertisement/Job Description

- The Board had been given a copy of the ad and job description for review – Linda and Sarah collaborated on these
- The ad looks good and the Board feels it can move forward
- Linda stressed that this is NOT a remote position that can be accomplished at home
- Job description may be too much information for a first-time applicant
- If expecting only skilled applicants, it is fine but if not skilled, it may be too daunting
 - If it is just an internal document, it does not need to be changed
 - May turn candidates off if presented with so much detail
- Linda feels it should be presented to applicants to keep in mind the tasks that are expected once fully trained
 - Will make a few revisions and resend to Sarah for review

B. Consider Annual CAI Tax Map Contract Agreement (\$2000)

- Annual contract for general maintenance
- Additional \$20 charge for sketch changes by CAI
 - Never had to have them do that, Linda has always uploaded sketches
- Up from last year's cost of \$1850.00

On a motion by Sarah Shippee, seconded by Scott Salway, the Board unanimously agreed to sign the annual CAI tax map contract for \$2000

**Dover Select Board
Meeting Agenda
Dover Town Office
Tuesday, February 7, 2023**

III. Unfinished Business:

A. Discuss/Consider Use of ARPA Funds for PFAS Expenses (Jeannette Eckert)

- Want to get the Board's thoughts on using the funds for this expense
 - Has come out of General Budget funds for several years
 - Amount spent to date is over \$100,000 between the Town Common buildings and the Landfill
 - The ARPA funds are in a separate account and any paid invoice line items can be re-allocated to a new ARPA line item going forward
- Believe it to be an appropriate and eligible use of these funds
- Mention topic at Town Meeting for discussion
- Arrange for a public informational meeting to discuss with the Town's people
 - Eric will schedule something shortly after Town Meeting
 - May have an option to use DEC funding in place of ARPA funds

New well water testing—has that been done? An attempt was made but since the well drillers typically chlorinate the water after installation, the initial testing would only show chloride in the water; awaiting future testing

B. Consider Recommendation to Fill Opening on Conservation Commission (Andy McLean)

- Three people sent in letters of interest applying for the open position
- All three had great credentials
 - Traci Bartlett – long time Dover resident & has direct experience with Town forest
 - Ted Blackburn – background as town Mayor and on municipal & school boards
 - Scott Noren – background in science and environmental studies
- Recommend Traci Bartlett for the position
 - Lifelong resident, daughter of Phil Bartlett, outdoor enthusiast, former Select board chair
- Chris Cady drafted a letter of recommendation indicating the choice of Traci Bartlett
 - He was regrettably unable to be at the meeting tonight
- Impressed with the quality of the candidates and their enthusiasm
- Dana Sorice inquired whether the other interested parties could take part in the meetings?
 - Could there be alternates to the three-member board?
- The commission is created by State statute but Andy will look into it, it's a great idea!

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to appoint Traci Bartlett to the open seat on the Conservation Commission

IV. Economic Development: Eric Durocher

A. Deerfield Valley Real Estate DCSIP Application

- Approved sign permit is in hand
- Original quote was from another sign company; new quote was updated
- Total max grant is \$2000 for this program
- Replacing a damaged sign; new sign is very close to original one

On a motion by Sarah Shippee, seconded by Joe Mahon, the Board unanimously agreed to approve the DCSIP application for Deerfield Valley Real Estate

**Dover Select Board
Meeting Agenda
Dover Town Office
Tuesday, February 7, 2023**

B. Horace Hill Disc Golf RFP Recommendation

- Re issued the RFP with a close date of January 13
- Rec'd 4 responses from very qualified applicants
- Recommend Disc Golf Vermont/Disc Golf Park
 - Reviewed and scored by ED Dept.
 - Scored the highest in the rubric
- Chris Young and Avery Jenkins – both very qualified to undertake this project, top designers, combination of skill and knowledge
- \$59,510.00 is the proposed budget and is the absolute highest number
 - Eric will provide this statement in writing
- Two groups will be meeting with each other and creating a tentative design; will present back to Act 250 and move forward from there

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously agreed to contract with Disc Golf Vermont & Disc Golf Park for the Horace Hill Disc Golf for a maximum cost of \$59,510

C. Valley Trail A- Options

- Sarah and Eric had a meeting with Ross Gouin from the State DOT on this project
- Would start here and cross the road from the Town Office to Kersten's land and down to Toll Gate Plaza
- Project has been ongoing for many, many years
- Original grant amount from the State: \$292,500 with Town matching anything over that up to \$325,000
 - In 2016 a new estimate was created for \$348,840
 - Most recent quote is \$866,000 for completion in 2024
 - Grant remains at \$292,500 despite the new costs
- Possibility exists of adding funds based on original grant money
- Decision should be soon as paperwork needs to be updated with the State
- Original decision was in order to service retail spaces but there are no longer retail spaces in Toll Gate or on Route 100 with the exception of Dandelion's Apothecary
- Completely understand the intention of the trail and the want for it but it is a lot of work
- Going all the way to Wilmington is a stretch; many easements to obtain
- Willing to move forward but the longer we wait the higher the price tag gets
- Section is only 556 feet long (over \$1500 per foot)
- No guarantee we will get any more funding
- If we don't move forward and terminate agreement, we do have to pay the State back for expenses they incurred (\$9000 to \$10,000)
- This proposal comes directly from DOT specs – only way it can be done
- Bridge is critically important; no plans by DOT to renovate the bridge which is in pretty good shape apparently
- Bridge is narrow and that is a concern; there isn't room for walkers
- Consider a project going north on the trail that would service many more people
- Need to weigh spending \$500,000 as opposed to \$10,000
- Withdrawing from this doesn't do anything to us as far as future projects go
- Can't reallocate these funds, they are for this project alone

**Dover Select Board
Meeting Agenda
Dover Town Office
Tuesday, February 7, 2023**

- Resident John Hannon has witnessed accidents and near accidents on that bridge and believes something bad is going to happen; one of the most dangerous sections of town
- Consider public/private agreement between landowners/state
- As far as slowing traffic in that region, we have no control over Route 100 as it is a state road; may be able to request a blinking yellow
- Crossing the road on a corner of Dorr Fitch and Route 100 is dangerous in itself
- Seems like an awful lot of money for a 556 feet long path
- Long standing project; Look to take your time with the decision; it is very important to some people in town; interested in seeing how much funding is available from the State
- A lot of factors to weigh in considering safer roads versus more accessible roads
- Public input – perhaps at Town Meeting as a non-binding discussion?
- No reports to the Police Dept regarding incidents on the bridge crossing
- Renewal paperwork needs to be in to the State which may result in more money being given back to the State
- Spending more money in order to see how much more money we can get is a concern
- Perhaps reach out to Laura Sibilis on this topic
- Eric will get more information on any additional funding that is available and report back to the Board at the next meeting

V. Fire Dept.: Rich Werner

A. Consider WD Fire Dept Personnel Policy

- Based on the Town's personnel policy but scaled down in relation to Fire Dept – items that did not apply were removed
- Reviewed by the Select Board
- Reviewed by the Firefighters, Officers and Association members
- Request that the Board approve it and then the Officers will sign as well

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the WD Fire Dept's personnel policy as presented

FYI: New pick-up truck—Auto Mall has one that is exactly what is being looked for; will bring up at next meeting

VI. Consent Agenda:

A. Approve the Minutes of January 17, 2023 & January 19, 2023

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve the minutes of January 17, 2023 (Salway abstained)

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board voted 4-0-1 to approve the minutes of January 19, 2023 (Mahon abstained)

B. Approve the Warrants of January 21, 2023 for \$272,265.44 & February 4, 2023 for \$197,441.66

On a motion by Sarah Shippee, seconded by Dan Baliotti, the Board unanimously approved the warrants of January 21 and February 4, 2023

**Dover Select Board
Meeting Agenda
Dover Town Office
Tuesday, February 7, 2023**

VII. FYI:

- A. Executive Session with Linda Sherman Thurs Feb 9 at 8am (Jeannette will launch zoom and Sarah can take over as host)
- B. Letter Regarding Dover's LHMP Approval (approved through 2027)
- C. Act 172, Municipal Energy Resilience Grant Program
 - Can apply to energy updates on municipal buildings; possibly windows at Town Hall
- D. Letter from Conservation Commission to Trails Committee
 - Will be discussed at the next trails meeting
- E. Open Mic Nights Feb 8 & 22 at 6pm
- F. Planning Commission meets Feb 13 & 27 at 6:30pm
- G. Trails & Rec Committee meets Feb 15 at 6:30pm
- H. RVUSD informational meeting on Feb 21 at 5pm at Dover School in person only

VIII. Liaison Reports: Dan spoke with Travis regarding Richard Sedlack's ability to handle the freon from appliances at the transfer station for the same price as the current company (\$8.00 per appliance.) Place on next meeting's agenda for Board consideration

IX. Executive Session for Personnel (WDFD - Richard Werner)

By unanimous consent the Board moved into Executive Session for Personnel at 7:38pm

Present: All five Board members, Rich Werner, Jeannette Eckert

By unanimous consent the Board moved out of Executive Session at 7:45pm

Decision: On a motion by Vicki Capitani, seconded by Dan Baliotti, the Board voted 4-0-1 to hire Sarah Shippee on a temporary basis to work as WDFD Admin Asst. for an average of 12 hours per week at \$18.00 per hour (Shippee abstained)

X. Adjournment at 7:46pm

Respectfully submitted by Jeannette Eckert

Public notices of these minutes have been posted at the following locations: Dover Town Clerk's Bulletin Board, Dover Town Meeting Bulletin Board, Dover School, Dover Free Library, East Dover Post Office, Town of Dover Website: www.doververmont.com